

# WORKSHEET ONLY

## SCHOOL DISTRICT *ARTS EDUCATION* PROJECT GRANT DESCRIPTION, REVIEW CRITERIA, AND CHECKLIST

**Arts Education Project** grants are for any school district implementing advanced and innovative arts education initiatives implemented over the course of the school year (July 1, 2009 – June 30, 2010). Projects may include different artistic disciplines. This is not a residency grant. This is NOT a multiple residency grant.

**The maximum grant award for this project is \$10,000 with a 1:1 match.**

### **Review Criteria**

When reviewing applications, panelists look for the following information upon which to base their decisions for funding:

- ☐ Is the application complete?
- ☐ Have *all* the narrative questions been answered?
- ☐ Does the application provide evidence that the school is able to carry out the goals and objectives of the project?
- ☐ Is there evidence of the artist's educational and artistic qualifications?
- ☐ Has the applicant completed all reports/evaluations and obligations for past grants? Are these documents thorough, informative and do they document student learning? Were they sent in on time?
- ☐ Have the artists been contacted and been integral to the planning of the project?

**If any of this is confusing, please see the item-by-item explanation key or call the AE office at (801) 320-9794.**

## SCHOOL DISTRICT *ARTS EDUCATION* PROJECT COMPLETION KEY

Use the key below to ensure accuracy when completing your application. **The numbers below refer to the numbers in the Grant Cover and Statistical Form, Individual Artist Budget Form, Budget Summary and Matching Funds Form boxes, Narrative, and Signature Form.**

### #1-26 GRANT COVER AND STATISTICAL FORM

**The sequence of this segment of the application may be different for the on-line application.**

1. Your school district's name.
2. Your school district's address.
3. Your school district's city.
4. Your school district's zip code.
5. Your school district's county.
6. Person at the school district who is authorizing this project and is responsible for assuring matching funds (i.e. superintendent, director).
7. Title of person entered in box 6.
8. Home and work phone numbers for your authorizing official.
9. Your authorizing official's email.
10. The on-site coordinator is the person we may call often. This person will need to be familiar with all of the paperwork and schedule requirements, handbook guidelines, financial information, and much more. This person coordinates the whole residency and is the lead contact for our agency. This person may be a principal, teacher, or parent.
11. Home and work phone for your on-site coordinator. Don't worry; we will call the coordinator at home only if necessary.
12. HOME street address for your on-site coordinator. This address is extremely important because planning often takes place in the summer. We also send the grant award letters to the home of the on-site coordinator. (You wouldn't want to miss finding out if you got your grant!)
13. HOME city for your on-site coordinator.
14. HOME zip code for your on-site coordinator.
15. Your on-site coordinator's email. This is our preferred method of communication.
16. Your on-site teacher. This teacher CANNOT be the same person as your on-site coordinator. This teacher is the back up to your on-site coordinator.
17. Your on-site teacher's home and work phone.

# WORKSHEET ONLY



18. Your on-site teacher's email address.
19. This is the person who is representing your district on the State Board of Education. They are one of the following people: Teresa L. Theurer (1), Greg W. Haws (2), Richard Moss (3), Richard Sadler (4), Kim R. Burningham (5), Michael G. Jensen (6), Randall Mackey (7), Janet A. Cannon (8), Denis Morrill (9), Laurel Brown (10), Bill Colbert (11), Mark Cluff (12), Tom Gregory (13), Dixie Allen (14), or Debra G. Roberts (15). For more information visit:  
<http://www.schools.utah.gov/board/members.htm>
20. Number of students enrolled in your school district. Please include the students in the special education programs as well.
21. This is the 9-digit number on the school district's federal 990 form. If you do not know your federal employer identification number, call your district office. In Utah, the first two digits are 87-.
22. Check special/underserved populations which will be involved in this project. DO NOT check the boxes just because you have special/underserved populations in your school district. Note: Underserved populations include highly rural, isolated communities or any population that lacks access to artistic resources.
23. Check the description of school instructional venues that will be involved in this project.
24. U.S. Congressional District Representative for your school. You can find your representative at [www.vote-smart.org](http://www.vote-smart.org).
25. Representative(s) and senators(s) to the Utah legislature: Your school may have more than one representative and senator. List all that apply. If you do not know the representative for your school, call (801) 538-1029 and for your senator, call (801) 538-1035 or visit [www.utah.gov/government/legislative.html](http://www.utah.gov/government/legislative.html)

## #26 DUN & BRADSTREET (DUNS) NUMBER

26. Beginning 2006-2007, all grant applicants to the Utah Arts Council must register for a Dun & Bradstreet (DUNS) number. This number is free and can be used as an important advocacy tool for the arts. To register online for your Dun & Bradstreet number visit <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B8BE879C29585A863E8EB26AF9ADE8EC> or call (866) 705-5711. For a step-by-step guide for registration visit [http://www.americansforthearts.org/information\\_services/research/services/creative\\_industries/004.asp](http://www.americansforthearts.org/information_services/research/services/creative_industries/004.asp)

## #27-45 INDIVIDUAL ARTIST BUDGET FORM

27. The UAC/AE program provides grant money to cover artists' salary, travel, lodging, and food costs. In addition, a limited amount of funding for supplies and equipment can be requested. Use the *Individual Artist Budget Form* to request funds for the items listed above. **Please refer to the sample on pages 9-12.**

**Applications must be completed with an artist already committed to the project. Contact your artist(s) of choice prior to submitting your application to confirm their availability and to align project goals, content, and concept.**

An Arts Education Project grant may involve more than one artist. Complete the *Individual Artist Budget Form* for EACH artist. You must choose an artist(s) from the Arts Education Artist Roster **unless** your artist of choice has a known national and/or international reputation. If you are using such an artist, you must submit with your application documentation of their work such as playbills, press packets, *raisonnés*, *vitae*, resumes, exhibition lists, touring schedules, or publication lists. **INSTRUCTIONS ON HOW TO PROVIDE THESE ITEMS WILL BE AVAILABLE SOON.** The UAC/AE board chair will determine if an artist can be used for the project for which you are applying.

If you are using an artistic company (i.e. Utah Symphony & Opera, Repertory Dance Theatre) to augment this project, USE box 51 on the *Budget Summary Form*, NOT the *Individual Artist Budget Form*.

28. Your school district's name.
29. Your school district's city.
30. Your on-site coordinator.
31. Your artist of choice.
32. The discipline of your artist of choice (Dance, Film/Video, Literature, Music, Multicultural, Multidiscipline, Storytelling, Theatre, or Visual Art).
33. Your artist's home city.
34. Your artist's home state.
35. After you choose and speak with your artist, briefly describe the project activities in which this artist will be involved. (Please refer to the *Individual Artist Budget Form* **samples** provided for reference.)
36. If you are requesting grant monies to cover the cost of materials this artist will need, please list the materials. (NOTE: You can only request up to \$400 worth of supplies. If you have more than one artist, you will have to split the \$400 between them.)
37. If you are requesting grant monies to cover the cost of equipment (i.e. kiln, Orff instruments, etc.) required by this artist, list the equipment. (NOTE: You can only request up to \$400 worth of equipment. If you have more than one artist, you will have to split the \$400 between the artists.)

# WORKSHEET ONLY



38. Enter the number of hours you will be working with this artist each day in the first box. (If the number of hours the artist will be in your school varies from day to day, enter an average.) Enter the hourly wage you will be paying this artist in the second box. (Minimum wage for artists listed in the Arts Education Artist Roster is \$30 per hour). Enter the number of days you will be working with this artist in the third box. Calculate the total salary by multiplying the hours in the first box by the artist's hourly wage in the second box. Discuss these details with your artist. This can be a **tricky box** to complete. Once you enter the numbers into their respective boxes, take the number of hours and multiply them by the number of days to double check your entry. Ask yourself, "Does this figure equal the number of hours I expect the artist to be in my school?"
39. If your artist will be driving more than 60 miles round-trip to your project site, you should count on paying for any additional miles above and beyond the initial 60 miles per trip at \$0.505 per mile. [For example: If your artist will be traveling 150 miles round trip, you should count on paying \$45.45 (90 x \$0.505) each time they will be required to travel to your site.] If your artist is coming from out-of-state, you should count on paying for a compact or midsize rental car and their flight.
40. If your artist is from out-of-state or is traveling more than 75 miles from home, they may require lodging. Enter the number of days your artist will need lodging and at what rate you will be charged by the hotel/motel. The allowable state rate ranges between \$60-\$90 (excluding tax) depending on the area. Plan on \$90 for the Salt Lake Valley, \$80 for the Moab area, and \$75 for the Ogden, Provo, and Orem areas. Areas not listed above are required to stay within the range. Therefore, you are under no obligation to put your artist up at a fancy hotel.
41. Artists need to eat, too! If your artist is working or traveling during normal eating hours, plan to cover their costs. The State allows for \$36 per day. Plan on \$9 for breakfast, \$11 for lunch, and \$16 for dinner daily.
42. Estimate the cost of the materials listed in box 36. Please do a little research on the cost of your materials or ask the artist who is requesting these materials for an estimate.
43. Estimate the cost of the equipment listed in box 37. Please do a little research on the cost of your equipment.
44. Add boxes 38-43. This is the total amount you are requesting from the Utah Arts Council/Arts Education program for THIS ARTIST.
45. To ensure accuracy, it is best to complete this budget with the artist. If possible, run the final numbers by the artist prior to submitting the budget to AE.

## #46- 54 BUDGET SUMMARY

46. The *Budget Summary* is completed by totaling EACH *Individual Artist Budget Form*. **Please refer to the sample on page 13.**
47. Your school district's name.
48. Your school district's city.

# WORKSHEET ONLY



49. Your on-site coordinator's name.
50. Add boxes 38-41 of EACH *Individual Artist Budget Form*. Add the totals together. Enter the final total here.
51. If you are using an artistic company, enter their fee here. Remember, their services must be related to your overall project activities.
52. Take box 42 of EACH *Individual Artist Budget Form* and add them together. Enter the total here.
53. Take box 43 of EACH *Individual Artist Budget Form* and add them together. Enter the total here.
54. Add boxes 50-53. **This is the amount your school is requesting as a grant. The maximum amount your school can request is \$10,000.**

## #55-69 MATCHING FUNDS

55. The total in box 54 must be matched with 1:1 non-UAC funds. The funds matched can be related to this project and/or to other arts projects in your school. The funds do not need to be direct costs of this project. For example: If you took the students to an arts performance not associated with this project, you could use the bus and ticket costs as matching funds. In addition, if you are bringing in additional artists for this project or other arts projects using non-UAC funds, those expenses can be used as matching funds.
56. If any school or school district administrator works above and beyond their regular workweek and is PAID for their extra time, it is considered a CASH match. If any school administrator devotes a certain percentage of their time to this project, that percentage of their salary can be considered a CASH match. If any school or school district administrator works above and beyond their regular workweek and are NOT PAID, it is considered a IN-KIND match.
57. If any faculty or staff work above and beyond their workweek and are PAID for their extra time, it is considered a CASH match. If any faculty or staff devotes a certain percentage of their time to this project, that percentage of their salary can be considered a CASH match. If any faculty or staff work above and beyond their regular workweek and are NOT PAID, it is considered an IN-KIND match.
58. When teachers are working directly with the artist(s), substitutes are sometimes needed for their students. A substitute's salary is considered a CASH match.
59. If you are holding a community arts event in a space that could otherwise be rented, the rental fee is considered an IN-KIND match. If you must rent space for this or any other arts related projects, the fee is considered a CASH match.
60. Office supplies, telephone and utilities costs directly related to this project or to any other arts project are considered matching funds.
61. School districts often print fliers and invitations to send home to parents or make posters announcing their arts events. These costs are direct matching funds. Any additional publicity that is donated is an IN-KIND match.

# WORKSHEET ONLY



62. If you have other artists coming to your school to work with students on this project or any other, you can use their salary as a CASH match. List the names of each artist and their salary or fee. If your school has an art specialist, a percentage of their salary can be used as a CASH match.
63. If you are paying the travel of additional artists (in addition to those listed in the *Individual Artist Budget Form*) to come to your school district, those costs are considered matching funds.
64. If you need more than \$400 worth of instructional materials for this project, list the supplies and estimate their costs. If your school district will be purchasing art materials not related to this project between July 1, 2009 and June 30, 2010, 75% of the cost could be considered matching funds.
65. If you need more than \$400 worth of equipment for this project, list the equipment and estimate the cost. If your school district will be purchasing arts equipment not related to this project between July 1, 2009 and June 30, 2010, 75% of the equipment cost could be considered matching funds. If the equipment purchased *were* related to this project, then the total cost would be considered matching fund and the UAC/AE program could cover \$400 of the purchase.
66. List specifically those expenses related to this project that do not fall under the above categories and estimate their costs (i.e. food and beverages for opening reception).
67. Add boxes 56 – 66. Enter the total here. This amount must be greater than or equal to box 54.
68. List where the funding amount in box 67 comes from. On the same line as the source, enter how much money will be coming from that particular source. (Examples: Title II, Title VII, Career Ladder, PTA, Supply Budget, Travel Budget, Coke Machine Money, Picture Funds, etc.) REMEMBER to place an asterisk next to donated goods and services (items and services you would have had to pay for if they had not been donated to your project). **See the *Budget Summary/Matching Funds Form* sample on page 16.**
69. This amount should equal box 67.

## #70 NARRATIVE

70. This is the “Narrative” portion of your grant. Answer all the questions completely. Do not reply “not applicable” to any of the questions. **Instructions for the narrative portion will be available soon.**

# WORKSHEET ONLY



## #72-74 REQUIRED SIGNATURES

*Instructions will be available soon.*

71. The name of the person who is authorizing this project and is responsible for assuring matching funds.
72. The name of the person coordinating this project. This person will be UAC/AE's main contact at your organization.
73. The name of the person writing this grant.



# WORKSHEET ONLY

## 27. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE) DUPLICATE THIS FORM FOR EACH ARTIST

28. Applicant Name	Green Elementary	29. City	Salt Lake City
30. On-Site Coordinator	Mary Doe		

31. Artist's Name	Paul Jones	32. Discipline	Visual Art
33. Home City	Park City	34. Home State	UT

### 35. Artist's Project Activities

Paul will conduct four, two-hour workshops for teachers in mural planning, design and execution. He will also begin the mural planning and design process with one, sixth-grade class for four, two-hour periods.

### 36. List required instructional materials/supplies for which grant funds are requested

Six gallons of paint, one gallon primer, one gallon sealer, 15 one-inch square poly brushes, two 4' x 5' sheets of ½ -inch masonite, and three drop cloths.

### 37. List required equipment for which grant funds are requested

None

38.	Artist's Salary = Total # Hours <u>16</u> X Salary <u>30</u> = (Roster Artists \$30 / All Other Artists \$30 minimum)	\$ 480
	Approximately how many days will your artist of choice be working with your school/organization? <u>4</u>	
39.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 0
40.	Lodging = <u>      </u> days @ \$ <u>      </u> per day	\$ 0
41.	<u>(\$11 X 4 lunches)</u> Per diem (food) =	\$ 44
42.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 300
43.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
44.	<b>TOTAL for THIS ARTIST</b>	<b>\$ 824</b>

45. Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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# WORKSHEET ONLY

## 27. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE) DUPLICATE THIS FORM FOR EACH ARTIST

28. Applicant Name	Green Elementary	29. City	Salt Lake City
30. On-Site Coordinator	Mary Doe		

31. Artist's Name	Fidencio Duran (Texas Artist Roster)	32. Discipline	Visual Art
33. Home City	Austin	34. Home State	TX

### 35. Artist's Project Activities

Fidencio will provide a lecture about community murals throughout the Southwest. In addition, he will share his own public art murals through a slide presentation, discussing the intent and the processes he uses from conception to execution. He will also assist twelve sixth-graders in creating a 4' x 5' piece for installation in the school's front foyer.

### 36. List required instructional materials/supplies for which grant funds are requested

8 gallons of paint

### 37. List required equipment for which grant funds are requested

None

38.	<p>Artist's Salary = Total # Hours <u>40</u> X Salary <u>30</u> = \$ 1,200  (Roster Artists \$30 / All Other Artists \$30 minimum)</p> <p>Approximately how many days will your artist of choice be working with your school/organization? <u>10</u></p>	
39.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 600
40.	Lodging = <u>13</u> days @ \$ <u>65</u> per day	\$ 845
41.	(13 days @ \$36 per day) Per diem (food) =	\$ 468
42.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 92
43.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
44.	<b>TOTAL for THIS ARTIST</b>	<b>\$ 3,205</b>

45. Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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# WORKSHEET ONLY

## 27. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE) DUPLICATE THIS FORM FOR EACH ARTIST

28. Applicant Name	Green Elementary	29. City	Salt Lake City
30. On-Site Coordinator	Mary Doe		

31. Artist's Name	Rosalind Shaefer	32. Discipline	Dance
33. Home City	Salt Lake City	34. Home State	UT

### 35. Artist's Project Activities

Rosalind will conduct two one-hour workshops for teachers in creative movement, improvisation, and composition. She will also assist, for eight hours, an additional twelve sixth-grade students in creating a dance that reflects the mural.

### 36. List required instructional materials/supplies for which grant funds are requested

None

### 37. List required equipment for which grant funds are requested

None

38.	Artist's Salary = Total # Hours <u>10</u> X Salary <u>30</u> = (Roster Artists \$30 / All Other Artists \$30 minimum)	\$ 300
	Approximately how many days will your artist of choice be working with your school/organization? <u>10</u>	
39.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 0
40.	Lodging = <u>      </u> days @ \$ <u>      </u> per day	\$ 0
41.	.....Per diem (food) =	\$ 0
42.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 0
43.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
44.	<b>TOTAL for THIS ARTIST</b>	<b>\$ 300</b>

45. Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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# WORKSHEET ONLY

## 27. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE) DUPLICATE THIS FORM FOR EACH ARTIST

28. Applicant Name	Green Elementary	29. City	Salt Lake City
30. On-Site Coordinator	Mary Doe		

31. Artist's Name	Laura Mann	32. Discipline	Music
33. Home City	Riverton	34. Home State	UT

### 35. Artist's Project Activities

Laura Mann will conduct a one-hour workshop for the sixth-grade band on composing, performing and audience. She will assist, for eight hours, the sixth-grade flutists in composing a piece that reflects the mural and accompanies the dancers.

### 36. List required instructional materials/supplies for which grant funds are requested

None

### 37. List required equipment for which grant funds are requested

None

38.	<p>Artist's Salary = Total # Hours <u>9</u> X Salary <u>30</u> = \$ 270  (Roster Artists \$30 / All Other Artists \$30 minimum)</p> <p>Approximately how many days will your artist of choice be working with your school/organization? <u>9</u></p>	\$ 270
39.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 0
40.	Lodging = <u>      </u> days @ \$ <u>      </u> per day	\$ 0
41.	Per diem (food) =	\$ 0
42.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 0
43.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
44.	<b>TOTAL for THIS ARTIST</b>	<b>\$ 270</b>

45. Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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# WORKSHEET ONLY

46. BUDGET SUMMARY (SAMPLE)			
47. Applicant Name	Green Elementary	48. City	Salt Lake City
49. On-Site Coordinator	Mary Doe		

50. Total of all artists' salaries, travel, lodging, and per diem (totals taken from EACH <i>Individual Artist Budget Form</i> )	\$ 4,599
51. Artistic company fees to <i>augment this project</i>	\$ 0
52. Total project instructional materials/supplies (not to exceed \$400)	\$ 392
53. Total project equipment (not to exceed \$400)	\$ 0
54. TOTAL UAC/AE grant funds requested	\$ 4,991

55. MATCHING FUNDS (NON UAC FUNDS)		
The funds requested in box 54 must be matched 1:1. No more than 25% of the match can be in-kind (donated goods and services).		
	Rate	\$ Amount
56. Administration	Principal Salary 18 hours@ \$30	\$ 540
57. Faculty/Staff Time	After-school staff time – 20 teachers X 10 hours each @ \$18 per hour	\$ 3,600
58. Substitute Fees		\$ 0
59. Facility Rental/Use		\$ 0
60. Office Supplies, Telephone, Utilities		\$ 0
61. Publicity	PTA printing flyer	\$ 60
62. Additional Artists' Salaries	List names and rates below: Jane Brown- 5 days @ 2 hours/day @ \$30/ hour	\$ 300
63. Additional Artists' Travel		\$ 0
64. Additional Instructional Materials/Supplies	10 gallons paint @ \$11.50/gallon	\$ 115
65. Equipment	Use of scaffolding 2 days at \$50/day	\$ 100
66. Miscellaneous SPECIFY	Food and beverages for opening	\$ 300
67.	TOTAL MATCHING FUNDS	\$ 5,015

68. List the sources and amounts of the matching funds for this project (ASTERISK in-kind donations)	
PTA	\$ 300
Albertsons*	\$ 300*
Sherwin Williams*	\$ 100*
Career Ladder Funds \$175; Teacher Salaries \$3,600	\$ 3,775
69. TOTAL	\$ 5,015

# WORKSHEET ONLY



## SCHOOL DISTRICT *ARTS EDUCATION* PROJECT GRANT COVER AND STATISTICAL FORM

Grant Application WORKSHEET  
Funding for July 1, 2009 – June 30, 2010  
Deadline TBA

1. School District's Name			
2. Street Address			
3. City		4. Zip Code	
5. County			
6. Authorizing Official's Name			
7. Authorizing Official's Title		8. Phone with Area Code	Home
			Work
9. Authorizing Official's E-mail			
10. On-Site Coordinator's Name		11. Phone with Area Code	Home
			Work
12. HOME Street Address			
13. HOME City		14. HOME Zip Code	
15. On-Site Coordinator's Email			
16. On-Site Teacher's Name <small>CANNOT be same as On-Site Coordinator</small>		17. Phone with Area Code	Home
			Work
18. On-Site Teacher's Email			
19. State School Board Representative's Name		20. # of Students Enrolled in School	
21. Federal Employer Identification Number ( 9-digits )	87 -		
22. Check special populations/underserved to be involved in this project <small>(Note: ELL stands for English Language Learner. Underserved also includes highly rural, isolated, etc.)</small>	Physical Disabilities <input type="checkbox"/>	Low Income <input type="checkbox"/>	Other <input type="checkbox"/>
	Learning Disabilities <input type="checkbox"/>	ELL <input type="checkbox"/>	Reservation Population <input type="checkbox"/>
23. Check description of school instructional venues	Departmental <input type="checkbox"/>	Trimester <input type="checkbox"/>	Semester <input type="checkbox"/>

# WORKSHEET ONLY



	<b>Extended Day</b> <input type="checkbox"/>	<b>Year Round</b> <input type="checkbox"/>	
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# WORKSHEET ONLY



## GRANT COVER AND STATISTICAL FORM continued

24. U.S. Congressional District Representative	Bishop (District 1) <input type="checkbox"/>	Matheson (District 2) <input type="checkbox"/>	Chaffetz (District 3) <input type="checkbox"/>
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## 25. STATE OF UTAH LEGISLATORS

Representative(s)	Senator(s) IT IS NOT Bennett or Hatch
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26. <b>Dun &amp; Bradstreet (DUNS) Number</b> New Requirement! Please see Completion Key for explanation and instructions.	DUNS Number
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# WORKSHEET ONLY

## 27. INDIVIDUAL ARTIST BUDGET FORM

DUPLICATE THIS FORM FOR EACH ARTIST

28. Applicant Name		29. City	
30. On-Site Coordinator			

31. Artist's Name		32. Discipline	
33. Home City		34. Home State	

### 35. Artist's Project Activities

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### 36. List required instructional materials/supplies for which grant funds are requested

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### 37. List required equipment for which grant funds are requested

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38.	<p>Artist's Salary = Total # Hours <input type="text"/> X Salary <input type="text"/> = \$</p> <p>(Roster Artists \$30 / All Other Artists \$30 minimum)</p> <p>Approximately how many days will your artist of choice be working with your school/organization? <input type="text"/></p>	\$
39.	Travel (airfare, car rental, or personal vehicle mileage)	\$
40.	Lodging = <input type="text"/> days @ \$ <input type="text"/> per day	\$
41.	<input type="text"/> Per diem (food) =	\$
42.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$
43.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$
44.	<b>TOTAL for THIS ARTIST</b>	\$
45.	Has this budget been approved by this artist?	Yes <input type="checkbox"/> No <input type="checkbox"/>

# WORKSHEET ONLY

<b>46. BUDGET SUMMARY</b>			
<b>47. Applicant Name</b>		<b>48. City</b>	
<b>49. On-Site Coordinator</b>			

<b>50. Total of all artists' salaries, travel, lodging, per diem</b> (totals taken from EACH <i>Individual Artist Budget Form</i> )	\$
<b>51. Artistic company fees to <i>augment this project</i></b>	\$
<b>52. Total project instructional materials/supplies</b> (not to exceed \$400)	\$
<b>53. Total project equipment</b> (not to exceed \$400)	\$
<b>54. TOTAL UAC/AE grant funds requested</b>	\$

<b>55. MATCHING FUNDS (NON-UAC FUNDS)</b>		
The funds requested in box 54 must be matched 1:1.		
No more than 25% of the match can be in-kind (donated goods and services).		
	<b>Rate</b>	<b>\$ Amount</b>
<b>56. Administration</b>		
<b>57. Faculty/Staff Time</b>		
<b>58. Substitute Fees</b>		
<b>59. Facility Rental/Use</b>		
<b>60. Office Supplies, Telephone, Utilities</b>		
<b>61. Publicity</b>		
<b>62. Additional Artists' Salaries</b>	List names and rates below:	
<b>63. Additional Artists' Travel</b>		
<b>64. Additional Instructional Materials/Supplies</b>		
<b>65. Equipment</b>		
<b>66. Miscellaneous SPECIFY</b>		
<b>67.</b>	<b>TOTAL MATCHING FUNDS</b>	

<b>68. List the sources and amounts of the matching funds for this project (ASTERISK in-kind donations)</b>	
	\$
	\$
	\$
	\$
<b>69.</b>	<b>TOTAL</b>
	\$

## 70. NARRATIVE

1. What is the greatest overall arts education need in your school district? How did you identify that need?
2. Describe your school district's current arts education programs.
3. Describe the planning process your planning team used in preparation for this application. Which individuals from your school district and community did you include in your planning process?
4. Describe the professional development opportunities in arts education in which your faculty has participated for the past two years (i.e. *Infinity Events*, summer arts retreats, district in-services, networking conferences, UAEA, UMEA, UDEO, UTA). Include any plans for continued professional development in Arts Education. List the names of the faculty attending these professional development opportunities, along with the title/name of the events, and years they attended.
5. List three characteristics of the school district community that you intend to serve and why this project is appropriate for your school.
6. Approximately how many people will be reached in this project? If continued applicant, how many participants stayed with the program last year?
7. What are your goals, objectives and activities for this project? Include desired arts making and arts learning outcomes and describe the role of artists and/or artistic companies in this project.
8. How do your goals, objectives and activities (in question #6) relate to the Utah Fine Arts Core Curriculum?
9. Describe how you will evaluate the effectiveness of your project beyond the standard UAC forms completed by teachers and principals. These might include portfolios, pre-post measurements, on-going interaction with artist and faculty, etc.
10. If you have had past funding from the UAC/AE program, describe the impact on your school (student achievement, student and/or teacher attitude about the arts, increased parent support for the arts, etc.).
11. How will you accommodate individuals with special needs?

# WORKSHEET ONLY



## REQUIRED SIGNATURES

**71. Authorizing Official**

\_\_\_\_\_  
**Name**

**72. On-site Coordinator**

\_\_\_\_\_  
**Name**

**73. Grant Writer**

\_\_\_\_\_  
**Name**

**Notification of panel decisions will be mailed in mid-June to the Authorizing Official, On-site Teacher, your Artist of Choice and the home address of the On-site Coordinator.**

**Grant funds are sent directly to the applying organization. (Funds will not be sent to umbrella organizations.)**